

**BADBY PARISH COUNCIL**

**POLICIES AND PROCEDURES**

**2017**

**Bullying and Harassment Policy**  
**Calling An Extraordinary Meeting Policy**  
**Complaints Procedure**  
**Data Protection & Information Security Policy**  
**Dealing with Dispensation Requests Policy**  
**Disability Discrimination Policy**  
**Equal Opportunities Policy**  
**Health & Safety Policy**  
**Grant Awarding Policy**  
**Training Statement of Intent**  
**Use of Village Greens or Playing Field**

## BADBY PARISH COUNCIL

### BULLYING AND HARASSMENT

#### Background

The relationship between Councillors and Officers is an essential ingredient that should contribute to the successful working of the organisation. This relationship within the authority should be characterised by mutual respect, informality and trust. Councillors and Officers must feel free to speak to one another openly and honestly. Nothing in this Protocol is intended to change this relationship. Objective criticism is usually acceptable but can be unacceptable if the criticism becomes personal. This protocol gives guidance on what to do on the rare occasions when things go wrong.

Everyone should be treated with dignity and respect at work. Bullying and harassment of any kind are in no-one's interest and should not be tolerated in the workplace.

#### What is bullying and harassment?

Examples and definitions of what may be considered bullying and harassment are provided below for guidance. For practical purposes, those making a complaint usually define what they mean by bullying or harassment – something has happened to them that is unwelcome, unwarranted and causes a detrimental effect. If employees complain they are being bullied or harassed, then they have a grievance which must be dealt with regardless of whether or not their complaint accords with a standard definition.

#### How can bullying and harassment be recognised?

There are many definitions of bullying and harassment. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means to undermine, humiliate, denigrate or injure the recipient.

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the "grey" areas that cause most problems. Examples of what is unacceptable behaviour include:

- Ⓜ "inappropriate behaviour"
- Ⓜ intimidation/humiliation
- Ⓜ excessive criticism
- Ⓜ autocratic/dictatorial behaviour
- Ⓜ shouting
- Ⓜ browbeating
- Ⓜ haranguing
- Ⓜ swearing
- Ⓜ ridiculing
- Ⓜ expressions of intolerance
- Ⓜ general discourtesy

Bullying and harassment are not necessarily face to face; they may be by written communications, e-mail (so called "flame mail") and telephone.

### **Why does the Council need to take action on bullying and harassment?**

There is an implied term of mutual trust and confidence in every contract of employment. Where the parish council is aware of a situation of bullying or harassment of an employee by one of its Councillors, but fails to act to stop it, it will be in breach of that implied term of employment contract and may be held liable for the constructive dismissal of that employee.

It is in every employer's interest to promote a safe, healthy and fair environment in which people can work.

A parish council's duty of care to an employee relates to all forms of personal injury, which will include mental as well as physical health. If a risk to health was foreseeable but no action was taken then the parish council could be at fault and compensation could be sought.

### **The Members' Code of Conduct**

Bullying is expressly forbidden under paragraph 3(2)(b) of the Model Code of Conduct. There are, in addition, complementary obligations to;

- ⌚ not do anything which may cause the authority to breach any equality laws;
- ⌚ treat others with respect;
- ⌚ not intimidate any person who is or is likely to be a complainant, a witness or involved in an investigation relating to a breach of the Code; and;
- ⌚ Not compromise or attempt to compromise the impartiality of those who work for, or on behalf of, the authority.

A proven allegation of bullying or harassment will always be a breach of the Code of Conduct and the Councillor involved is liable to be reported to the Local Standards Committee. Councillors are entitled to challenge Officers as to why they hold their views. However, if criticism amounts to a personal attack or is of an offensive nature, the Councillor is likely to have crossed the line of what is acceptable behaviour.

If there are instances of bullying or harassment by Councillors towards officers or other Councillors, then those Councillors who are aware of the incident should consider reporting it to the Standards Committee of the relevant principal authority. It is also open to Officers who are either the subject of bullying or harassment or who witness such an incident to similarly report it to the Standards Committee (which is likely to have established an Assessment Sub-Committee to decide whether to investigate such complaints).

If Members or Officers are unsure what to do or how to report the matter, they should seek the advice of the Monitoring Officer.

The policy will be monitored and reviewed annually.

Reviewed: June 2017

## **BADBY PARISH COUNCIL**

### **CALLING AN EXTRAORDINARY MEETING POLICY**

The purpose of this policy is to provide clear guidelines as to when and why to call an extraordinary meeting.

The Chairman of the Parish Council may call an extraordinary meeting at any time or, in the absence of the Chairman, the Vice-Chairman may do so. In addition, if two Parish Councillors sign a request that the Parish Council be convened and the Chairman or Vice-Chairman, as the case may be, either refuses or neglects to do so within seven days, then any two Parish Councillors may call an extraordinary meeting. The two convening Parish Councillors need not be the same as the two Parish Councillors requesting the meeting. The notice for calling an extraordinary meeting shall be the same as that for calling an ordinary meeting, ie, at least three clear days (not including the days of issue and meeting).

In the case of planning applications requiring comment by the Parish Council before the date of the next ordinary meeting, the Clerk will request an extension to the closing date for comment from the relevant authority. If no such extension is granted, an extraordinary meeting will be called. However, if the planning application is an amendment to a previously submitted application already commented on by the Parish Council, the following conditions should apply before an extraordinary meeting is called:

1. The height of any proposed building is higher than the original application;
2. The amendment extends any proposed building outwards to such an extent that it significantly changes the overall size of the building;
3. Changes to the materials to be used would result in the proposed building not blending in with surrounding properties;
4. One or more Parish Councillors are considerably concerned with the proposed amendments.
5. The amendment relates to works to trees and significantly differs from the original planning application.

The Clerk will forward details of an amended planning application to all Parish Councillors asking them to consider the above. If the answer to any of the above points is yes, then an extraordinary meeting will be called.

This policy will be monitored and reviewed annually.

Reviewed: June 2017

## BADBY PARISH COUNCIL

### COMPLAINTS PROCEDURE

1. Badby Parish Council will use the Local Government Ombudsman (LGO) definition of a complaint, which is:

“A complaint is an expression of dissatisfaction by one or more members of the public about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council”.

2. The complaint's procedure aims to be:

- well publicised and easy to use;
- helpful and receptive;
- not adversarial;
- fair and objective;
- based on clear procedures and defined responsibilities;
- quick, thorough, rigorous and consistent;
- decisive and capable of putting things right where necessary;
- sensitive to the special needs and circumstances
- adequately resourced;
- fully supported by councillors and officers; and
- regularly analysed to spot patterns of complaint and lessons for service improvement.

3. Confidentiality

The LGO advises that the identity of a complainant should only be made known to those who need to consider a complaint. It may not be feasible to deal with complaints outside some sort of committee structure but, nevertheless, the council should take care to maintain confidentiality where circumstances demand.

4. On receipt of a complaint, the clerk in consultation with the chairman will ascertain the category of the complaint and take the relevant action with reference to the following:

Category	Complaint	Action
A	Financial irregularity	The Clerk/RFO should endeavour to provide an explanation of the item. The Clerk/RFO may need to consult the auditor/Audit Commission. If the complainant is not satisfied, the clerk should advise them of the local elector's statutory right to object to Council's audit of accounts pursuant to Audit Commission Act 1998, section 16.
B	Criminal activity	The clerk should refer the complainant to the Police.
C	Member activity	If the complaint relates to a failure to comply with the Code of Conduct, the complainant should be advised to submit the complaint to the local Standards Committee at Daventry District Council.
D	Employee's conduct	As an internal disciplinary matter, this should be dealt with under the council's disciplinary procedure.
E	Other	Should be dealt with under the following complaints procedure.

5. Category E complaints are expressions of dissatisfaction by one or more members of the public about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.

6. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated officer.
7. If the complainant does not wish to put the complaint to the clerk or other nominated officer, he or she should be advised to address it to the chairman of the Parish Council.
8. The clerk or other nominated officer, in consultation with the Chairman, shall acknowledge receipt of the complaint and attempt to address the complaint. The complainant will be advised of this action; if they still wish to pursue the matter it will be considered by a complaints committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given by way of a published agenda.

***Before a Meeting of the Complaints Committee***

9. The complainant shall be invited to attend a meeting of the committee and to bring with them a representative if they wish.
10. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

***At the Meeting***

11. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the committee meeting in public.
12. The chairman of the committee should introduce everyone and explain the procedure.
13. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the clerk or other nominated officer and then (ii), members.
14. The clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii), members.
15. The clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
16. The clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
17. The clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

***After the Meeting***

18. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

## BADBY PARISH COUNCIL

### DATA PROTECTION & INFORMATION SECURITY POLICY

Badby Parish Council recognises its responsibility to comply with the Data Protection Act 1998. The Act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address. As part of its responsibility, the Parish Council will subscribe to the Information Commission's Office data protection regulations.

#### **The Data Protection Act**

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper.

As a local authority, Badby Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data, Badby Parish Council staff and Councillors must ensure that:

- **Data is processed fairly and lawfully**  
This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
- **Data is relevant to what it is needed for**  
Data will be monitored so that too much or too little is not kept; only data needed should be held.
- **Data is accurate and kept up to date**  
Personal data should be accurate. If it is not, it should be corrected.
- **Data is not kept longer than it is needed**  
Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**  
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**  
Only staff and Councillors can access the data. It cannot be accessed by members of the public.

#### **Storing and accessing data**

Badby Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to staff or a member of Badby Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

Badby Parish Council may hold personal information about individuals such as their addresses and telephone numbers. Except for the main contact details for the Councillors, the information about individuals will be securely kept and are not available for public access. Once data is not needed any more, is out of date or has served its use, it will be shredded or securely deleted from the computer.

The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them:

- They must be sent all of the personal information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges may be charged to the person requesting the personal information. The fees chargeable are as set out in the Fees Schedule of the Information Available At Badby Parish Council Under The Model Publication Scheme document.

**Disclosure of personal information**

If an elected member of the council, for example a Councillor, needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. A councillor may only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

**Confidentiality**

Badby Parish Council Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Reviewed:            June 2017

## **BADBY PARISH COUNCIL**

### **POLICY ON DEALING WITH DISPENSATION REQUESTS**

Dispensations requests shall be made by each individual Parish Councillor in writing in the form attached to this policy and duly signed. The dispensation request shall then be passed to the Clerk. The Clerk shall then ensure that each Dispensation Request is presented at the following Parish Council meeting, whether it be an Ordinary or an Extraordinary meeting, for the Parish Council to agree whether to grant the dispensation or not. If a Dispensation Request is approved, the Clerk shall duly sign the form and keep the form on file. If denied, the reason for such decision may be written on the application and the Dispensation Request form kept on file by the Clerk.

All Dispensation Requests must be made before discussion of the business for which the dispensation is applied for. If necessary, this can be during the meeting at which the matter is being discussed.

All Parish Councillors will act within the rules of the Code of Conduct already adopted by Badby Parish Council, having signed the Undertaking of Compliance with the Code of Conduct.

Reviewed:                      June 2017

## DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
<b>REASON(S) FOR DISPENSATION</b> 33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	
33e) that it is otherwise appropriate to grant a dispensation Reason :	

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

DECISION :	
Dispensation Given : YES / NO	LENGTH OF
DISPENSATION : .....	
Date: .....	Minute
Number: .....	

## **BADBY PARISH COUNCIL**

### **DISABILITY DISCRIMINATION POLICY**

Badby Parish Council fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant or employee shall receive less favourable treatment because of disability. It is in the interest of Badby Parish Council and those who work for it to ensure that all available human resource talents and skills are considered when employment opportunities arise. Badby Parish Council is committed to maintaining and managing a diverse workforce.

#### **Purpose**

- To ensure that Badby Parish Council complies with the Disability Discrimination Act 1995 and to ensure that disabled people falling within the definition of the Act are treated equally and fairly.
- To ensure we recruit and retain the best people for Badby Parish Council.

#### **Scope**

The Disability Discrimination Policy covers all staff and job applicants. This also covers employees who become disabled during their employment. Where relevant it also covers staff employed by outside agencies working on Badby Parish Council premises.

#### **Policy Guidelines**

Badby Parish Council will endeavour to give training and guidance to all relevant staff to ensure that the risk of possible discriminatory attitudes affecting decisions are minimised and that there is an understanding of the relevant provisions of the Disability Discrimination Act 1995.

Badby Parish Council operates a Grievance Procedure to enable grievances, including those relating to unfair discrimination on grounds of disability, to be formally heard.

All reasonable and necessary changes will be investigated and any justified changes will be made to the workplace and to employment arrangements so that disabled people are not at any substantial disadvantage compared to non-disabled people. This covers all areas of employment, including recruitment, promotion and training. In recruitment and selection, Badby Parish Council will modify selection techniques, where appropriate, and make any other reasonable changes to ensure that disabled people can be considered equally with non-disabled candidates.

Badby Parish Council will ensure that disabled people will receive equal treatment in training and development, and, where appropriate, will supply additional training.

The policy will be monitored and reviewed annually.

Reviewed: June 2017

## **BADBY PARISH COUNCIL**

### **EQUAL OPPORTUNITIES POLICY**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination.

All employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

#### **Our Commitment**

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to equal opportunities in the workplace is good management practice and makes sound business sense
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by all levels of management from the top and has been agreed with employers (National Association of Local Councils) and employees (Society of Local Council Clerks) representative bodies and trade unions.
- The policy will be monitored and reviewed annually.

Reviewed:

June 2017

## **BADBY PARISH COUNCIL**

### **GRANT AWARDING POLICY**

Badby Parish Council (hereafter "BPC") is able to make monetary grants to organisations that work for the benefit of the local community.

Letters of application should be addressed to the Clerk of the Parish Council, 1 London Road, Daventry, Northants NN11 4DA. Applications can be made at any time of the financial year. Letters should fully detail the funding requirement.

#### **CONDITIONS OF FUNDING**

1. Applications will be considered from charitable or non-profit making organisations. Applications will be considered for individual projects only.
2. Applications must include a cost/benefit analysis and demonstrate a benefit to a group of people within the Parish.
3. Applications WILL NOT be considered:
  - from organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - from private organisations operated as a business to make a profit or surplus
  - from "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution
  - for projects which benefit individuals
  - for day-to-day running costs
  - for expenditure which has already occurred.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.
7. The applicant organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.
8. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.
9. An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

10. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
11. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
12. Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.
13. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
14. If approved by the Council, the grant will be paid by cheque.
15. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was awarded.
16. The Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.
17. The size of any grant awarded is at the sole discretion of the Parish Council.
18. The Parish Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Parish Council.

Reviewed: June 2017

## **BADBY PARISH COUNCIL**

### **HEALTH AND SAFETY POLICY**

#### **1. General**

- 1.1 Badby Parish Council (hereinafter “the Council”) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and other who may be affected by the activities of the Council.
- 1.2 The Council also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as leisure areas.
- 1.3 The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and will provide, as far as is reasonably practicable, the resources necessary for ensuring safe working conditions.

#### **2. Aims of this Policy**

##### **2.1 To provide as far as is reasonably practicable:**

- A safe place of work and a safe working environment.
- Safe facilities for the use of the residents of Badby and the wider public.
- Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risk to health.
- Specialist technical advice and assistance on matters of health and safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

#### **3. Arrangements and responsibilities for implementing the Health and Safety Policy**

##### **3.1 As the employer, the Council will:**

- Be responsible for this policy.
- Ensure safe equipment and supplies are provided to the Clerk, contractors and volunteers.

##### **3.2 As the Council's Safety Officer, the Clerk will:**

- Implement the Health and Safety Policy.
- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this Policy.
- Make effective arrangements to implement this Policy.
- Ensure actions that have been approved by the Council to remove, or to mitigate against, risk are carried out.
- Ensure that matters of health and safety are regularly discussed at meetings of the Council.

- Ensure that regular risk assessments of working practices and facilities are carried out, with subsequent consideration and review of any necessary corrective/protective measures. All risk assessments to be retained on file.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' Service Level Agreement and specified scope of work and will be given a copy of this Policy.
- Ensure that work activities carried out by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.
- Act as the contact and liaison point.

3.3 The Clerk, contractors and voluntary helpers will:

- Co-operate fully with the aims and requirements of this Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, use appropriate personal protective clothing where necessary and, where appropriate, ensure that first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

4. Working from Home

4.1 Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home, this is likely to include visitors to the 'office' eg family, friends etc. It is the employee's responsibility to report all employment-related hazards related to their own or others' health.

4.2 Employers are required to carry out a suitable and sufficient risk assessment of all work activity under the Management of Health and Safety at Work Regulations 1992. This includes those who work at home.

4.3 The Clerk will be responsible for ensuring that a risk assessment for employees working from home is completed annually. The Council also has a Lone Working Risk Assessment for which the Clerk is responsible.

Adopted: June 2017

## **BADBY PARISH COUNCIL**

### **TRAINING STATEMENT OF INTENT**

Badby Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. The Council as a whole is responsible for monitoring and meeting the training needs of clerk and members and managing the budget. Training requirements for councillors will usually be identified by the Council and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Council will be members of suitable organisations that provide professional advice, training and conferences for Officers and staff, for instance SLCC and NCALC where deemed appropriate, useful and offering value for money. Professional fees for membership of the Institute of Local Council Management will be paid in respect of staff who are professionally qualified.

#### **Officers**

The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (as a minimum) and the Council will provide appropriate training and support to enable this to be achieved.

The Clerk will be expected to attend all relevant training days whenever possible and other members of staff will be expected to attend training days which are relevant to their office. Time will be made available during working hours for attendance at such training.

The Council may decide to support officers to undertake further training or education at its discretion.

#### **Councillors**

New councillors will be expected to attend the Off To A Flying Start induction training provided by NCALC and will be provided with an information pack containing the documents as set out below.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training and conferences whenever possible. In-house training during the evening will be considered whenever possible, to enable all councillors to attend.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

#### **Information Pack for New Councillors**

- Annual Report and Accounts of Parish Council and relevant newsletters
- Badby Parish Council Financial Regulations
- Badby Parish Council Policy Documents
- Badby Parish Council Model Code of Conduct
- Badby Parish Council Standing Orders
- Calendar of Meetings
- Members and Officers contact list
- Minutes of 2 previous Parish Council Meetings
- Training Statement of Intent

Also available for purchase is The Good Councillor Guide.

Reviewed: June 2017

## BADBY PARISH COUNCIL

### USE OF VILLAGE GREENS OR PLAYING FIELD

Badby Parish Council is the guardian of registered greens within Badby village and the owner of the playing field on Chapel Lane. As such, the Parish Council has received requests for use of these areas for various events ie erection of a marquee for Badby Fayre or the Badby Horticultural Society Annual Show. Any such requests should be received by the Parish Council in writing and will be considered on a case by case basis upon the following considerations:

1. **Connection to Badby parish** – family, organisation, community, accompanying use of village amenities. (The Parish Council would be more likely to approve use if it were part of an event based in Village Hall, church etc.)
2. **Commercial/non-profit basis** – financial benefit to Badby and parishioners, support for local charitable causes. (This is not excluding commercial interests, but looking at benefits locally.)
3. **Noise and disruption** – time of day, day of week, finish time. Presence of external live or recorded music, and/or external electrical generation. (For a private event, we would expect the applicant to notify all parishioners in adjoining houses.)
4. **Control of people** – applicant expected to manage own guests and the public (recognising that Village Greens are public and cannot be fenced off or individuals refused right of way).
5. **Parking** – plans for dealing with parking for all participants, road closures, direction signs, etc.
6. **Alcohol** – no private selling or serving alcohol on Green. No drinking in public areas by under-18s. (Applicant to manage arrangements.)
7. **Condition of Green** – Leave area as found, clear whole area by next morning at latest. Remove all litter. Repair any damage to Green.
8. **No responsibility on Parish Council** – organisers must formally accept responsibility, hold public liability insurance as appropriate, and indemnify the Parish Council against anything outside Parish Council's direct responsibility. Badby Parish Council reserves right to ask for copies of risk assessment and insurance cover.

Reviewed: June 2017